

Basic NKO Optometry Setup

Welcome!

This tutorial will guide Navy ODs through the steps of managing their NKO Profiles, NKO Messages and Library Setup. These are crucial firsts steps as we transition the Navy Optometry Website to NKO.

When you create a user account on NKO your identity is validated via DEERS. Realize, however that maintaining your contact info on NKO is your responsibility. It does not happen automatically.

❖ Logon to NKO. If you have forgotten your user name or password click the appropriate links for assistance or call the NKO help desk.

❖ If you are not registered with NKO refer to the "New User" section on the NKO login page.

<https://wwwa.nko.navy.mil>

❖ Remember, for technical assistance use the NKO help desk!

877-253-7122 option 2

nln.helpdesk@netc.navy.mil

Welcome to the Sea Warrior Portal

NKO User Name all lowercase
NKO Password case sensitive

LOG IN TO NKO

I forgot my User Name I forgot my Password

:: New Users

If you have never registered on NKO:

- [View the Registration Tutorial](#)
- [Register as a new user](#)
- [Register as a guest user](#)

:: NKO Login Help

- [I need to change my User Name](#)
- [I need to change my Password](#)
- [Download Security certificate](#)
- [Help & FAQ's](#)

:: Help Desk Contact

COMM: (850) 452-1001, Option 1
DSN: 922-1001, Option 1
Toll Free: (877) 253-7122, Option 2
nln.helpdesk@netc.navy.mil

Gunner's Mates assigned to shoot a shotline to the SUPPLY (T-AOE 6)



* Once on NKO select the “Manage Profile” link

Update Profile

- ❖ Select your Primary Community
- ❖ Enter your current email address
- ❖ Enter your current phone number

Basic User Information

Data Problems? Please follow this guidance.

Username:	brian.c.hatch
First Name:	Brian
Middle Name:	Clair
Last Name:	Hatch
Primary Community:	Optometry <input type="button" value="▼"/>
Email:	brian.c.hatch@us.army.mil
Phone number:	410-436-1002
2nd Phone number:	NA
Zipcode:	NA
Account Type:	Navy - Active Duty
Paygrade:	O4
Officer/Enlisted Code:	<input type="radio"/>
Officer Designator:	2305
Warfare Qualification:	

❖ Click here when finished

- ❖ **Note:** The primary community you select and the other communities you join allows you to customize your personal navigation of NKO it does not reclassify who you are in the BUPERS human resources databases. We prefer that you list Optometry as your primary community to facilitate easier navigation to our page. Ultimately it is your choice.

- ❖ Pick this community



The screenshot shows a dropdown menu with the following options:

- UHSU San Diego
- OIS
- Old Home
- ONR
- ONR CTTO
- ONR FNC
- ONR IFO
- ONR ONRG-F/F
- Operational Logistic Support
- Optometry** (highlighted in blue)
- Ordnance
- Organizations & Communities
- OTCN
- Performance
- Performance Improvement
- Personal Developmen
- Personal Development
- Personnel Readiness Team
- Personnel Specialist
- Platforms

The 'Basic User Information' form contains the following fields:

Username:	
First Name:	
Middle Name:	
Last Name:	
Primary Community:	Optometry
Email:	brian.c.hatch@us.army.mil

Unalterable profile data displayed is extracted from official Navy databases. Corrections or updates to the data must be submitted by the member, or their local Personnel Support Detachment (PSD), to the applicable Navy database manager. Use this link for guidance on who to contact for corrections or updates to data displayed on the various NKO screens.

<https://ntmpsweb.ntmps.navy.mil/DataProblems.aspx>

***** Please include your rate/rank, full name, and telephone number when sending email to the NTMPS

Square your NKO Message handling away now!

When content is added to the NKO Optometry Pages via the Optometry Knowledge Center (NKO Library) you can be sent updates. If you do not check your NKO Message Center regularly you will not be in the loop...UNLESS you change your notification settings to send it directly to the email address specified in your profile...now that's a little more practical right?

The screenshot shows the NKO Knowledge Online homepage with a red box highlighting the "My Messages" link in the top navigation bar. Below the navigation bar, there is a search bar with fields for "First Name", "Last Name", and "Enter Keyword Here", along with "Search White Pages" and "Search Site" buttons. The main content area is titled "MANAGE PROFILE > MY MESSAGES". It contains two tables: "Global Alerts" and "User Targeted Messages", both listing recent notifications with "view full message" links. At the bottom of the page, there are links for "Manage All Alerts" and "Change Notification Settings". A red arrow points from the "Change Notification Settings" link to a callout bubble containing the text "Then click here".

Welcome To NKO
LCDR Brian Hatch

Logout | Manage Profile

MANAGE PROFILE > MY MESSAGES

Global Alerts

Posted On	Global Alerts
1/16/06 8:28 PM	New gear null on page null is now available in community Optometry.
1/16/06 8:28 PM	New gear null on page null is now available in community Optometry.
1/16/06 8:28 PM	New gear Page-Counter on page null is now available in community C
1/16/06 8:28 PM	New gear Page-Counter on page null is now available in community C
1/16/06 8:20 PM	The For Discussions Relevant to Navy Optometry forum was opened f

User Targeted Messages

Posted On	User Targeted Messages
3/2/06 9:16 AM	Library document link from brian.c.hatch link ... view full message
3/2/06 9:16 AM	Library document link from brian.c.hatch link ... view full message
1/11/06 4:58 PM	Library document link from brian.c.hatch link ... view full message
1/11/06 4:58 PM	Library document link from brian.c.hatch link ... view full message

Manage All Alerts Change Notification Settings

CLICK HERE ON
NKO

My
Messages NKO
Library NKO
IM Admin
Tools

First Name Last Name Search White Pages Advanced

Enter Keyword Here Search Site Advanced

Then click here

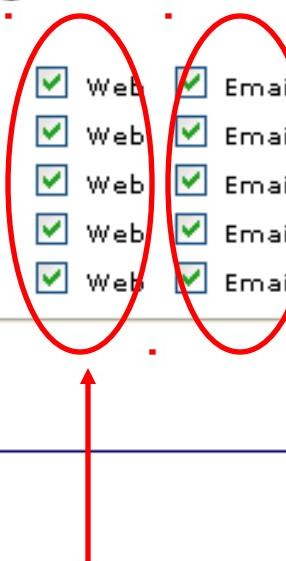
:: My Messages

Configure your global alert settings

a gear is added to a page you are a leader of
a gear is removed from a page you are a leader of
another user sends you a link to a library document
another user sends you a link to a portal page
community administrator replies to your feedback

[Update](#)

[<< Go Back](#)



❖ Checking Email will ensure that your notifications are sent to the address you specified in your NKO Profile

❖ Checking Web will post the notification in your NKO message center. If you are not accustomed to using your NKO message center then it is recommended that you deselect these boxes and use the Email option.

The screenshot shows the NKO Library Setup page. At the top, there's a blue header bar with the N@VY logo and the text "Welcome To NKO LCDR Brian Hatch". Below the header, there are links for "Logout | Manage Profile". On the right side of the header, there's a menu with options: "My Messages", "NKO Library" (which is highlighted with a red box), "NKO IM", and "Admin Tools". Below the menu, there are search fields for "First Name" and "Last Name", a "Search White Pages" button, and an "Advanced" link. There's also a search bar with "Enter Keyword Here" and a "Search Site" button with its own "Advanced" link.

- ❖ Scroll down to Search & Subscribe, select Medical from the dropdown and click view

This screenshot shows the "Search & Subscribe" section. It features a dropdown menu with "Medical" selected, a "VIEW" button, and a question mark icon for help.

- ❖ Then click on the words 'Medical Service Corps' in the 'Unsubscribed Communities and Knowledge Centers' section if it does not appear in your 'Subscribed Communities and Knowledge Centers'

Unsubscribed Communities and Knowledge Centers:

<input type="checkbox"/>		Briefs and Presentations	Presentations and Roadshow Briefs
<input type="checkbox"/>		GME	Graduate Medical Education
<input type="checkbox"/>		HPSP	Info and Resources for Graduate Medical Education
<input type="checkbox"/>		Navy Medical Reference Library	medical reference library
<input type="checkbox"/>		Dental Corps	Dental Corps
<input type="checkbox"/>		Medical Corps	Medical Corps
<input type="checkbox"/>		Medical Service Corps	Medical Service Corps
<input type="checkbox"/>		Nurse Corps	Nurse Corps

- ❖ Repeat the process, this time click on the word 'Optometry' in the 'Unsubscribed Communities and Knowledge Centers' section.

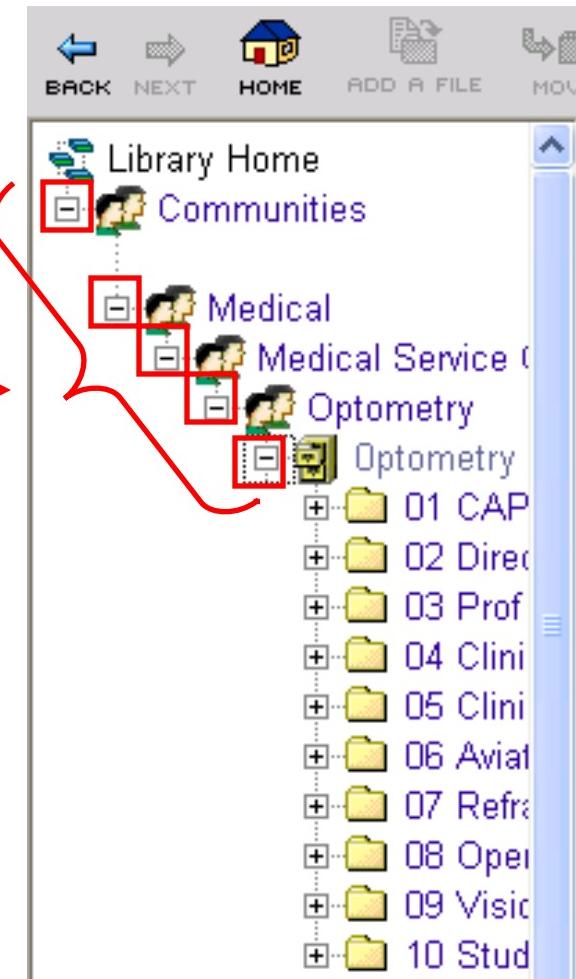


- ❖ Select the check box next to the 'Optometry Files' filing cabinet.
- ❖ Finally, click the subscribe button on the library tool bar and follow instructions



Note: Those identified as page administrators should repeat this final step to subscribe to the 'Admin File - Graphics' knowledge center also located in the Optometry Community Library.

- ❖ Use the expander boxes in the left navigation screen to expand 'Medical' then expand 'Medical Service Corps', then 'Optometry' and finally 'Optometry Files'
- ❖ Once properly subscribed you should be able to expand your view as shown and view folder content. All files relevant to Navy Optometry will be archived herein.
- ❖ The various page administrators will upload relevant files to these folders and create access links from the appropriate pages



- ⊕ You can go directly to the library to view all the files regardless of where you are in NKO by clicking the NKO Library link in the upper right corner of the page.

The screenshot shows the NKO Knowledge Online interface. At the top, there is a navigation bar with links for "My Messages", "NKO Library" (which is highlighted with a red box and a callout arrow), "NKO IM", and "Admin Tools". Below the navigation bar, there are search fields for "First Name", "Last Name", "Search White Pages", "Advanced", "Enter Keyword Here", "Search Site", and "Advanced". A callout arrow points to the "NKO Library" link in the navigation bar with the text "Click here on NKO".

Below the search fields, there is a link "Logout | Manage Profile".

The main content area displays the "Optometry Library" interface, which is a file tree. The tree structure is as follows:

- Optometry Files
 - 01 CAPT Engle's Desk
 - 02 Directory
 - 03 Prof Development
 - 04 Clinical - Pt Care
 - 05 Clinical - Admin
 - 06 Aviation Optometry
 - 07 Refractive Surgery
 - 08 Operational Optometry
 - 09 Vision Readiness
 - 10 Student Center

A callout arrow points from the "NKO Library" link in the navigation bar down to the "Optometry Files" node in the tree structure.

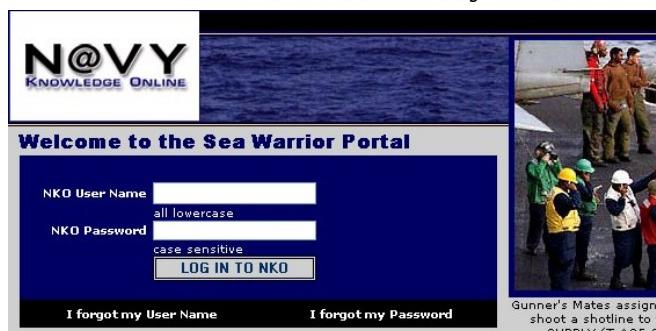
At the bottom of the tree, there is a link: "Open this Knowledge Center in the NKO Library."

Navigating to the NKO Optometry Pages

- ❖ NKO Navigation is not extremely intuitive at first. Luckily, this can be easily remedied by employing bookmarks and favorites.

https://www.nko.navy.mil/portal/community?paf_communityId=co398500

1. Right click on the link above, select 'Add to Favorites' and name it 'NKO Optometry'
2. To visit the NKO Optometry Pages; simply open your web browser, go to favorites and then select your newly created favorite
3. This will take you to the NKO login splash screen
4. Enter your username and password and then click 'Log In'
5. You will automatically arrive at the NKO Optometry Home Page



Welcome to the Sea Warrior Portal

NKO User Name

NKO Password

case sensitive

LOG IN TO NKO

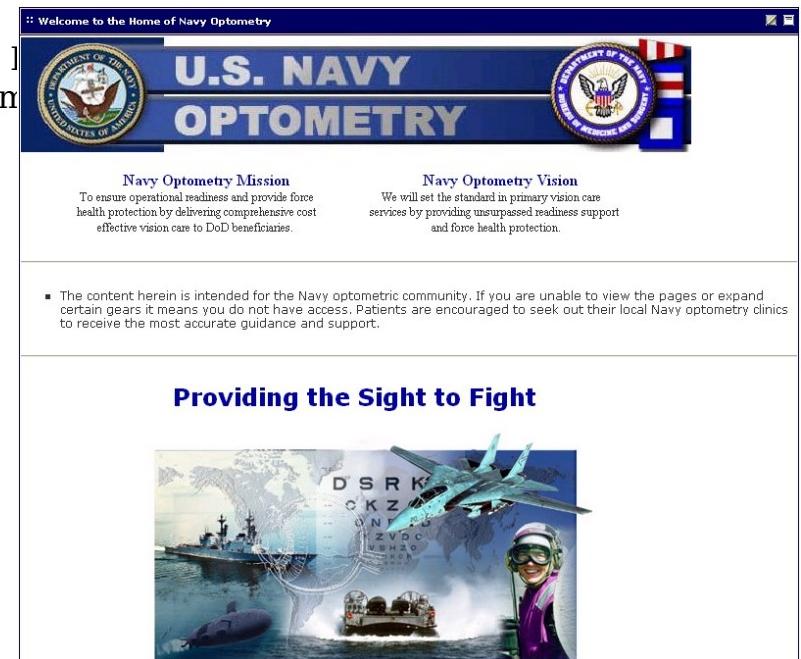
I forgot my User Name I forgot my Password

:: New Users
If you have never registered on NKO:

- View the Registration Tutorial
- Register as a new user
- Register as a guest user

:: NKO Login Help
I need to change my User Name
I need to change my Password
Download Security certificate
Help & FAQ's

:: Help Desk Contact
COMM: (850) 452-1001, Option 1
DSN: 922-1001, Option 1
Toll Free: (877) 253-7122, Option 2
nln.helpdesk@netc.navy.mil



Welcome to the Home of Navy Optometry

U.S. NAVY OPTOMETRY

Navy Optometry Mission
To ensure operational readiness and provide force health protection by delivering comprehensive cost effective vision care to DoD beneficiaries.

Navy Optometry Vision
We will set the standard in primary vision care services by providing unsurpassed readiness support and force health protection.

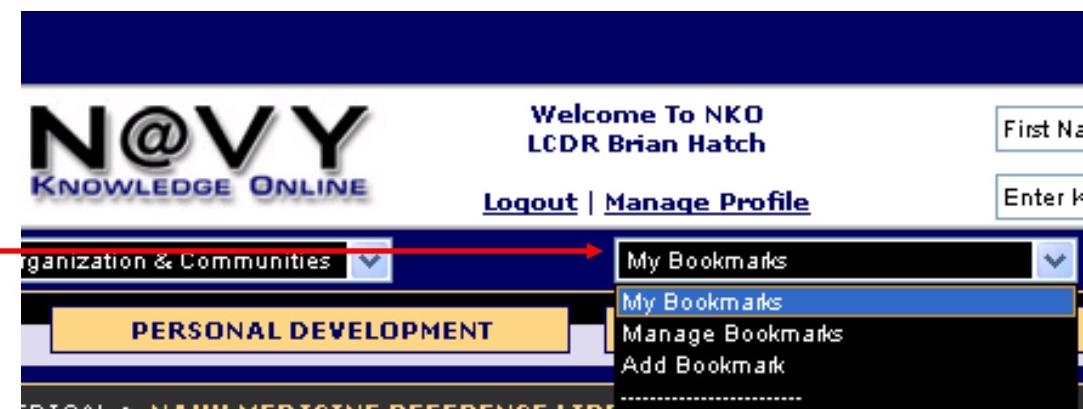
The content herein is intended for the Navy optometric community. If you are unable to view the pages or expand certain gears it means you do not have access. Patients are encouraged to seek out their local Navy optometry clinics to receive the most accurate guidance and support.

Providing the Sight to Fight



- Adding a favorite to your browser will work great, but only when you are using that workstation. A very good secondary method allows you to bookmark within NKO itself. Setting up the internal NKO bookmarks will allow you to find the NKO pages you bookmark regardless of what computer you use to access NKO. It is also easier to navigate between NKO pages this way once you are logged in.

- While on the NKO Navy Optometry Home Page, click the 'My Bookmarks' dropdown and choose 'Add Bookmark'. You can use the 'Manage Bookmarks' tool to remove unused bookmarks.



- ▶ Medical Service Corps
 - ▼ Optometry
 - CAPT Engle's Desk
 - Directory - Clinic Locations
 - Professional Development
 - Clinical - Patient Care
 - Clinical - Administration
 - Aviation Optometry
 - Refractive Surgery
 - Operational Optometry
 - Vision Readiness
 - Extern - Student Center

- ❖ Anytime you are on one of the NKO Optometry Pages there will be the left navigation available to select the various pages.
- ❖ Likewise, you make use the horizontal sitemap to remember where you are in NKO Hierarchy. Clicking on any of the headers will take you back to that location. For example if you clicked here, it would take you back to the Optometry Home Page.

The screenshot shows a web browser window with the following details:

- Page Title:** MEDICAL > MEDICAL SERVICE CORPS > OPTOMETRY > PROFESSIONAL DEVELOPMENT
- Section Header:** :: FAAO - Board Certifying Process
- Image:** AMERICAN ACADEMY - OPTOMETRY
- List:** 1. Pre-reads
 - What is it and who is eligible
 - Authorizing NAVADMIN
- List:** 2. Complete AAO Written Requirements
 - AAO Instructions & Forms for Becoming a Fellow

Other NKO Tips [e-Learning]

- ❖ If you haven't already taken a course via NKO e-Learning you will soon.

E-Learning is easily accessed from the NKO Home Page

The screenshot shows the NKO Home Page with a blue header bar. Below it is a yellow bar labeled "LEARNING". Underneath are four items:

- Navy e-Learning
- ❖ [Electronic Training Jacket](#)
- ❖ SMART Transcripts
- ❖ Navy College Office

- ❖ The Electronic Training Jacket is a back door one-stop-shop to several BUPERS databases. If properly set-up, it will auto-login and grant you access to most elements of your officer training record.

The screenshot shows the NTMPS Electronic Training Jacket interface. On the left is a vertical menu bar with the following options:

- Admin Data
- NOBCs
- Education
- Language Skills
- AQDs/Sub-Specs
- Quals/Certs
- Awards
- Training
- Career History
- IBFT Training
- Print Jacket
- Logoff

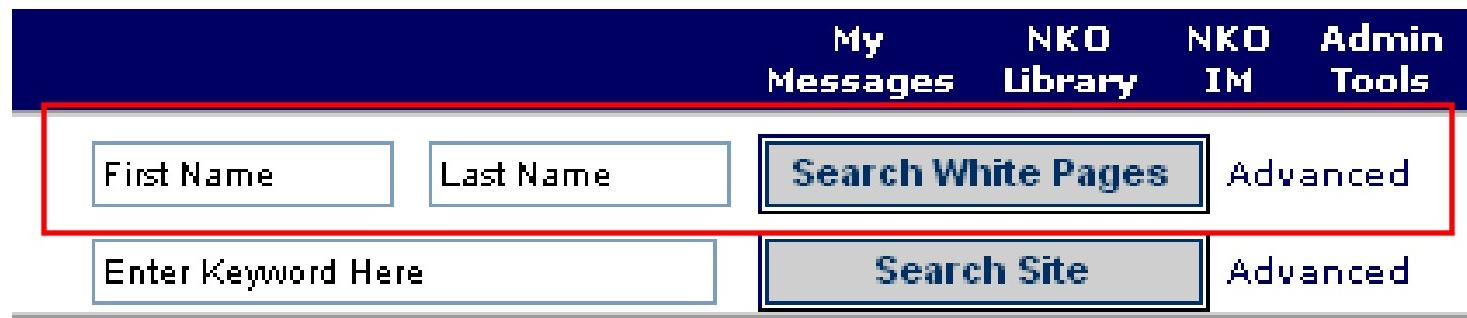
A red curly brace on the right side of the menu groups the "Education", "Language Skills", "AQDs/Sub-Specs", "Quals/Certs", "Awards", and "Training" items together, indicating they are part of the Electronic Training Jacket.

Within the Electronic Training Jacket you can track:

- Education
- Qualifications and Certifications
- Awards and
- Military Specific Training...



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- ❖ The NKO White Pages is a great way to search for other NKO users.
- ❖ Additionally, the Search Site function has recently been expanded to search beyond NKO Library files.
- ❖ Try the advanced features to refine your searches

NKO Home | Help | About NKO | Feedback**Learn About NKO****Do you have questions about:**

- How to use NKO?
- Where to find NKO resources?
- Suggestions you'd like to voice?

There are several options available to you:

Submit Feedback through the Email Feedback link.

View the Tutorial (Guides) for New NKO Users.

- Review the various help files below:

1. Chat Tutorial V2.0
2. Instant Messaging Tutorial V2.0
3. Phase II NKO 3 Minute Tutorial V2.0
4. Phase II NKO Library Tutorial V2.0
5. Phase II NKO Knowledge Center Tutorial V2.0
6. Phase II NKO Search Site Tutorial V2.0
7. Phase II NKO Search White Pages Tutorial V2.0
8. Phase II NKO Threaded Discussions Tutorial V2.0
9. Sea Warrior (NKO) Administrators Responsibility V2.1
10. Sea Warrior (NKO) Maintaining Gears Guide V2.2
11. Phase II NKO Administrators Guide V2.0 Maintaining Groups
12. Sea Warrior (NKO) Maintaining Library Guide V2.1
13. Phase II NKO Administrators Guide V2.0 Administrator Tools
14. Sea Warrior (NKO) Maintaining Pages Guide V2.1
15. Sea Warrior (NKO) Global Navigation Tutorial V1.0

- ❖ For more in depth info on using NKO simply click on the 'About NKO' link on the upper right side of any NKO screen.
- ❖ Navy Optometrist selected to become page administrators should also use the resources on the 'About NKO' Page located in the Learn About NKO gear to familiarize themselves with the admin process.
- ❖ NKO also offers Sea Warrior NKO Admin Training Courses for those ask to administrate pages.

Page 1 **Page 2** **Page 3** **Page 4** **Page 5** **Page 6** **Page 7** **Page 8** << Back **Next >>****Page 9** **Page 10** **Page 11** **Page 12** **Page 13** **Page 14** **Page 15** **Page 16**

This tutorial has presented the basic steps to:

- Maintain your NKO Profile
 - Select your primary community
 - Manage your NKO Messages
 - Select your NKO Notification Settings
 - Setup your NKO Library
 - Navigate the NKO Optometry Pages
 - Utilize NKO e-Learning, White Pages and Search
 - Receive additional NKO Training
-

Remember the NKO Helpdesk is there to help!!!

- 877-253-7122 option 2 nln.helpdesk@netc.navy.mil